



Summer 2005



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## **JOB SEARCH TIPS**

Do you have a client who is re-entering the workforce or looking for his or her first job? Then you and your client may want to check out the Job Search section of the NCIS.

To access the Job Search folder, login to the NCIS and select Job Search under the ***Occupations & Employment*** heading. The Job Search folder is categorized into Step folders. Each folder contains files full of information that can assist with the job search process.

You can view sample resumes and cover letters located in the Step 7 folder. Also included in this folder, under the ***Tips for an Effective and Attractive Resume*** topic are lists of helpful nouns, verbs and adverbs to add impact to your resume.

While you search through the rest of the Job Search folders, you and your clients can view and print interview questions, review ideas for locating job leads and learn how to collect information on a potential employer. There is also a section on developing a job search plan and tips on how to follow up after an interview.

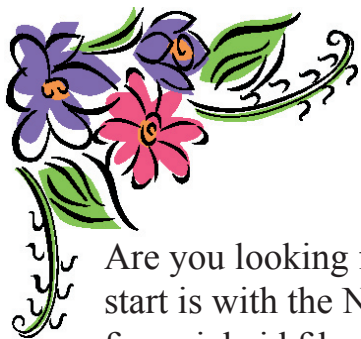
If you have clients who have trouble organizing their employment history, there is a generic job application in the Step 3 - ***Collect Information*** folder. You can have your clients print it and fill it out for easy reference in the future.



Visit the NCIS at: [www.nvcis.intocareers.org](http://www.nvcis.intocareers.org)

# Helpful Tips

## SCHOLARSHIP SEARCH



Are you looking for scholarship and loan opportunities for your clients? A great place to start is with the NCIS Financial Aid Sort feature. This allows you to search over 3,000 financial aid files and identify aid that relates to your search criteria. Each file contains a brief description of the award, application requirements and deadline, along with contact information.

You can run a search based on program of study, financial need, organizational affiliation, academics, leadership and more. There are financial aid files for recent high school graduates, individuals working on their bachelors degree, masters and PhD. Fellowship and research award information is also available.

To access the Financial Aid Sort, login to the NCIS and select Financial Aid Sort located under the Education & Training heading and follow the prompts.



## SCHOLARSHIP FRAUD WARNING SIGNS

The Federal Trade Commission (FTC) cautions students to look for these tell-tale signs of possible scholarship fraud:

1. The scholarship is guaranteed or your money back.
2. You can't get this information anywhere else.
3. You are asked for your credit card or bank account number to hold the scholarship.
4. They will do all the work.
5. In order to receive the scholarship you must pay a large application or membership fee.
6. "You've been selected" by a national foundation to receive a scholarship or "You're a finalist" in a contest you never entered.

There are no guarantees when it comes to scholarships. Do your homework before you pay for a service. For more information, visit the Federal Trade Commission website at <http://www.ftc.gov/bcp/online/edcams/scholarship>.



# Career Spotlight

## Electricians



Do you enjoy working with electrical systems? Are you mechanically inclined? Do you like working in the construction field? Are you a problem solver? If so, a career as an Electrician may be a good choice for you.

Electricians install, test and maintain electrical systems. In today's workforce many electricians choose to work in both the construction and maintenance areas. They are able to read blue prints, install circuits, outlets and other equipment. Electricians may also install fiber optics or coaxial cables.

To enter this field, individuals will typically receive training through an apprenticeship program. Apprenticeship programs usually consist of three to five years of on-the-job training.



### Preparation

To work as an Electrician you must:

- Have a high school diploma or GED;
- Complete on-the-job training;
- Complete classroom training;
- Have good communication skills; and
- Be self-motivated.

Taken from the NCIS Occupations File

**Nevada's statewide  
middle-range hourly  
wage for Electricians  
is:**

**\$15.54-\$27.31**

Taken from the NCIS  
Occupations File

### Electrician Apprenticeship Programs in Nevada

- Electrical Journeyman Wireman (Electrical JATC for So. NV)
- Electrician (Sierra Pacific Power Company)
- Electrician Construction (Sierra Nevada ABC, Inc.)
- Electrician Technician, Construction (ABC of Southern Nevada)
- Electrician, Construction (No. NV Electrical JATC)
- Instrument Technician (TIMET)
- Maintenance Electrician (TIMET)
- Meter Technician (Sierra Pacific Power Company)
- Plant Electrical Technician (Sierra Pacific Power Company)
- Power System Electrician Apprentice (U.S. Department of the Interior, Bureau of Reclamation, Lower Colorado Dams Office)
- Residential Electricians (No. NV Electrical JATC)

Taken from the NCIS Occupations File - related Apprenticeships

### OUTLOOK

Nationally, the number of jobs for Electricians is projected to grow faster than average.

Taken from the NCIS Occupations File



## NCIS 2005 Survey

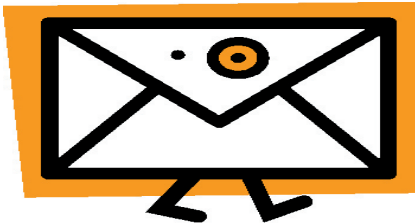
Take the NCIS 2005 on-line survey. Your survey responses give us valuable information that we use to improve the system. For example, the resume feature of the NCIS portfolio is a direct result of your requests and feedback.

To take the 2005 on-line survey, select NCIS support under the Additional Resources section of the home page and follow the links.

### *Famous Quote:*

*"Kindness is a language  
which the deaf can hear  
and the blind can read."*

*~Mark Twain*



Please let us know what you like and/or what you would like to see changed or improved with the system. We value your input!

### **Contact DETR/NCIS Staff**

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**Fax: (775) 684-0341**

**E-mail: [detrncis@nvdetr.org](mailto:detrncis@nvdetr.org)**

**Website: [www.NVDETR.org/ncis](http://www.NVDETR.org/ncis)**

#### **Address:**

**DETR/R&A/NCIS**

**500 E. Third Street**

**Carson City, NV 89713**

## ICDC 2005



This year the International Career Development Conference (ICDC) will be November 7th - 11th at the Hyatt Regency Orange County. Mention that you are associated with the Nevada Career Information System (NCIS) and you will receive a reduced rate on your conference fees.

Visit the conference website at: [www.careerccc.com](http://www.careerccc.com). This year's conference is jam packed with great speakers and workshops - hope to see you there!

## Glossary

Due to popular demand, the "Glossary of Career-Related Terminology" has been brought back and has been expanded. If you are not familiar with this section, the link is located under "Additional Resources" on the right side of the home page.

This is a great resource for your students or clients who may not be familiar with career and labor market lingo.

**NCIS News is compiled and distributed by  
the Department of Employment, Training  
& Rehabilitation, Research & Analysis  
Bureau.**